**[**Guidelines for Risk Assessments]

* Retail Kiosks - Internal Service

Introduction

Asset Space works on behalf of retail venues across the UK to bring interesting and varied activity to site, to enhance the customer experience and provide valuable services. The venues we represent attract large numbers of the general public, including venue staff, and we are committed to working with you to ensure that the safety of these people is considered, from the moment you enter the site throughout the duration of your stay and on exit.

As such, it is a requirement to provide a risk assessment which is then shared with the venue. These guidelines are to help you to create a robust assessment based on your activity and how you manage it during the entire time that you are onsite. However, you know your business better than we do so these are just prompts and there may be other elements of risk that you need to tell us about.

Considerations

When putting together your risk assessment, please think about the equipment you are bringing to site, even if only for set-up and dismantle. Consider the following potential hazards and how you will deal with them at access point, installation, during your activity and on dismantling and exiting the venue:-

* Transporting items of equipment or product through the venue
* Trip hazards – cabling, anything placed on the floor
* Anything that, if spilt, might cause someone to slip
* Electrical equipment and what could happen if it goes wrong
* Physical contact with the public (if applicable)
* Any equipment on your kiosk that could cause harm if it is within reach
* Any chemicals you use that could cause harm if within reach
* Any of your products or services that are not suitable for certain sectors of the public
* Is there any part of your kiosk or the materials that have been used that may cause harm? e.g glass, raised flooring, signage
* Is there any part of your kiosk, operation or product mix that could cause a fire or help a fire to spread.

Consider each risk separately, including the above. Rate it in terms of how likely it is to happen and the consequences if it does and then list all the steps that you will put in place to reduce the risk as far as is practicable.

We can provide a risk assessment form template should you require one.